

EG&G
SUPERSEDED
DOCUMENT

ROCKY FLATS PLANT

Manual No.:

2-11000-ER-ADM

(a.k.a. 3-21000-ADM)

ERM ADMINISTRATIVE
 PROCEDURES MANUAL

Procedure No.:

Table of Contents, Rev 15

Page:

1 of 2

Effective Date:

11/01/93

CATEGORY 1

Organization:

Environmental Restoration

TABLE OF CONTENTS
FOR
ENVIRONMENTAL RESTORATION MANAGEMENT
ADMINISTRATIVE PROCEDURES MANUAL

Procedure No.	Title	Rev. No.	Effective Date
01.01	ER Organization		
02.01	Training	0	06/19/92
DCN 93.01	Provide Consistency	0	01/05/93
02.02	Personnel Qualifications	0	08/15/91
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
05.01	Procedure Development	0	08/02/91
*93-DMR-000547		0	11/01/93
05.03	RFI/RI Work Plan Development	0	08/15/91
DCN 93.01	Technical Memoranda	0	08/18/93
05.05	Document Review	0	08/02/91
05.07	Preparation of Procedure Change Notices	1	09/23/91
*93-DMR-000548		1	11/01/93
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92
DCN 93.01	Procedure Consistency	1	01/25/93
05.08	Forms Control	0	09/23/91
05.11	Preparation of Instructions	0	04/08/92
06.01	Document Control	0	08/02/91
DCN 93.01	Add Distribution of Working Copies	0	05/18/93
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92

ADMIN RECORD

DOCUMENT CLASSIFICATION REVIEW WAIVER
 PER R.B. HOFFMAN, CLASSIFICATION OFFICE
 JUNE 11, 1991

A-SW-001317

**LEGU
SUPERSEDED
DOCUMENT**

ROCKY FLATS PLANT

Manual No.:

2-11000-ER-ADM

(a.k.a. 3-21000-ADM)

**ERM ADMINISTRATIVE
PROCEDURES MANUAL**

Procedure No.:

Table of Contents, Rev 15

Page:

2 of 2

Effective Date:

11/01/93

CATEGORY 1

Organization:

Environmental Restoration

Procedure No.	Title	Rev. No.	Effective Date
10.01	Inspections	0	04/08/92
DCN 92.01	Revision to Inspection Reporting Format	0	12/08/92
DCN 93.01	Checklist Approval Revision, Section 5.1.12	0	01/07/93
12.01	Control of Measuring and Test Equipment	0	04/08/92
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	Quality Assurance Records Management	0	02/28/92
DCN 93.01	Record Transmittal Form Modification	0	03/08/93
DCN 93.02	Modification of Records Acceptance and Access Control	0	06/07/93
17.02	Administrative Records Screening and Processing	0	12/07/92
18.02	Surveillance Activities	1	04/08/92
18.03	Readiness Review	0	08/02/91
AQD.08	Preparation of EPA Form R	1	10/10/91

DOCUMENT MODIFICATION REQUEST (DMR)

Page 1 of 2

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Date
8/30/93

25.

DMR. No. 93-DMR-000547

2. Existing Document Number/Revision 3-21000-ADM-05.01, Rev. 0			3. New Document Number or Document Number if it is to be changed with this Revision NA		
4. Originator's Name/Phone/Page/Location S. Woolfolk/67904/NA/Bldg 80			5. Document Title Procedure Development		
6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other		7. Document Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation			
8. Item	9. Page	10. Step	11. Proposed Modifications		
1.	1	1.0	Change Environmental Management Department (EMD) to Environmental Restoration Management (ERM)		
2.	1, 2, 4-6	3.6,3.7, 3.8,3.9, 5.8,5.13, 6.2 to 6.5	Change EMD to ERM		
3.	1	2.0	Add paragraph limiting applicable to prior to 4/30/93.		
4.	1, 5, & 6	3.1, 7 & App. 1	Change Controlled Document Revision Request (CDRR) to Document Modification Request (DMR)		
5.	2,6	5.2,5.3, 5.4	Change CDRR to DMR throughout		
6.	1, 5	3.5, 5.13.4, 5.13.5	Eliminate step.		
12. Justification (Reason for Modification, EJO#, TP#, etc.) Revise procedure to reflect organizational change and improve future useability.					
If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concuror prints, and signs in Block 14, and dates in Block 15.					
13. Organization		14. Print and Sign (if applicable)			15. Date (if applicable)
FOM		Signature on File Anneke Schmalzer / N/A			9/24/93
PI&R		Signature on File Wm. A. Huat / NA			9/23/93
EQS		KAYE BENTZEN Kaye Bentzen			9-19-93
RRD		Signature on File Laura Tyler / NA			9/23/93
RPM		Signature on File W. S. Busby / NA			9/24/93
Geosciences		Signature on File Stephen Siger / NA			9/22/93
SPRP		Signature on File S. R. Keith / NA			9/21/93
Sample Mang.		Signature on File Derry D. Stagg / NA			9/25/93
PPG		Signature on File Dennis Dule / NA			9/20/93
SAA		Signature on File M. S. Collins / NA			9/22/93
EE&T		Signature on File Gary Anderson / NA			9/23/93
SME		Steven Woolfolk, [Signature]			9/21/93
16. Originator's Supervisor (print/sign/date) Miko Frenchuk / [Signature] MICHAEL G. FRANCHUK JR. 9/8/93					
17. Assigned SME/Phone/Page/Location S. Woolfolk/6904/NA/Bldg 80		18. Cost Center 3021		19. Change Number 926512	20. Requested Completion Date 9/10/93
22. Accelerated Review? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		23. ORC Review ORC Review Not Required			
24. Responsible Manager (print, sign, date) KAYE BENTZEN Kaye Bentzen 10-5-93					

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BY NA
DATE NA

2 of 44

Refer to 1-A01-PPG-001 for Processing Instructions.
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25.

DMR. No. 93-DMR-

2. or 3. Document Number/Revision
3-21000-ADM-05.01, Rev 0

3. Document Title
Procedure Development

8. Item	9. Page	10. Step	11. Proposed Modifications
7.	1	3.5	Change "PAPG - Performance Assurance" to "PPG - Plant"
8.	2	3.9, 3.11	Change "Division" to "Division/Department" and "Manager" to "Manager/Director"
9.	2	5.3	Change "PAPG" to "ERM managment in conjunction with PPG"
10.	2	5.4	Change to read as follows "The DMR shall be submitted to PPG to obtain the DME number. Ensure that a copy of the DMR is included in the document review package."
11.	3	5.6	Change Level 5 to Level 4
12.	3	5.6	Reword as follows "... procedure), the writer should follow the format illustrated in Attachment 2."
13.	3	Note after 5.7	Limit requirement for claification review to OU-15 specific procedures.
14.	3	5.8	Add review criteria.
15.	4	Note after 5.8	Clarify that SAA reviews all Level 2 Procedures.
16.	4	5.10	Clarify that comment resolution/concurrenceis required.
17.	4	After 5.11	After step 5.11 add requirements for Validation and Verification review, management concurrence, ORC review, and safety screens.
18.	5	5.13.4 & 5.13.5	Eliminate these steps.
19.	5 & 6	7.0 & Appendix	Add Appendix 2, Procedure Format and Appendix 3, Review Criteria.
20.	6	Appendix 1	Change Appendix 1 from CDRR to DMR with its instructions.
21.	General	General	Add Table of Contents and List of Effective Pages to the beginning of the procedure.

12. Justification (Reason for Modification, EJO#, TP#, etc.)

NA

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 0 of 6
Effective Date: 8/02/91
Organization: Environmental Management

Category 1

Title:
PROCEDURE DEVELOPMENT

Approved By: SIGNATURE ON FILE

SIGNATURE ON FILE 8 /02 /91
Director, Environmental Management Date

1.0 PURPOSE	1
2.0 SCOPE	1
3.0 TERMS/DEFINITIONS	1
4.0 RESPONSIBILITIES	2
5.0 PROCEDURE	2
6.0 REFERENCES	5

Attachments

Attachment 1, Document Modification Request (DMR)	6
Attachment 2, Procedure Format	6B
Attachment 3, Review Criteria	6C

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
0	DDD	93-DMR-000547
1 to 4	DDD	93-DMR-000547
4A	DDD	93-DMR-000547
5 to 6	DDD	93-DMR-000547
6A	DDD	93-DMR-000547
6B	DDD	93-DMR-000547
6C	DDD	93-DMR-000547

TOTAL NUBER OF PAGES: 10

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 1 of 6
Effective Date:
Organization: Environmental Management

Category 1

Title:
PROCEDURE DEVELOPMENT

Approved By:

SIGNATURE ON FILE
Director, Environmental Management

8/02/91
Date

1.0 PURPOSE

This procedure describes the procedure development process to be used for the preparation of all Environmental Restoration Management (ERM) procedures.

DMR-13
00054

2.0 SCOPE

This procedure prescribes the steps for developing all procedures both Administrative as well as technical. The procedure will be used by both ERM staff as well as subcontractors.

This procedure may only be used when completing procedures, which were issued for external review prior to 4/30/93. For other ERM procedures use 1-A01-PPG-001, Procedure Process and its associated procedures.

DMR-13
00054

3.0 TERMS/DEFINITIONS

- 3.1 Document Modification Request (DMR) - A formal request for revision of a procedure, development of a procedure, or issuance of a manual. (Attachment 1)
- 3.2 Document Review Package - This is the file of various drafts of the document, any comment review sheets, and any other associated documents (as described in 3-21000-ADM-05.05, Step 5.8).
- 3.4 ERM - Environmental Restoration Management
- 3.5 PPG - Plant Procedures Group
- 3.6 Peer - See the ERM Document Review Procedure.
- 3.7 QAPD - ERM Quality Assurance Program Description
- 3.8 QAPM - ERM Quality Assurance Program Manager

DMR-13
00054

DMR-13
00054

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 2 of 6
Effective Date:
Organization: Environmental Management

Category 1

- 3.9 Responsible Manager - The responsible manager is the Division/Department Manager/Director or designee for Division/Department-specific procedures. The ERM Manager/Director is the responsible manager for ERM level procedures.

DMR-93-
000547

- 3.10 RFP - Rocky Flats Plant

- 3.11 QAC - Quality Assurance Coordinator (QAC) is the Division/Department designee who acts as Division/Department representative in the implementation of the ERM Quality Assurance Program Description..

DMR-93-
000547

4.0 RESPONSIBILITIES

- 4.1 The responsible manager arranges for procedure development and approval.
- 4.2 The procedure author prepares the draft procedure in compliance with this procedure.

5.0 PROCEDURE

- 5.1 Procedures shall be developed or existing procedures revised, as necessary, to control activities that meet the applicability criterion of the QAPD .

- 5.2 A DMR form shall be prepared when individuals identify the need for a procedure or a revision to a procedure. The form shall state the purpose and scope of the proposed procedure.

DMR-93-
000547

- 5.3 The individual supervisor and the responsible manager shall sign the DMR . This has the effect of requesting the ERM management in conjunction with PPG to:

DMR-93-
000547

1. Verify that no such procedure already exists, and
2. Approve a unique identifier for the procedure.
3. Concur in the designation of the recommended writer and reviewers.

- 5.4 The DMR shall be submitted to PPG to obtain the DMR number. Ensure a copy of the DMR is included in the document review package.

DMR-93-
000547

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 3 of 6
Effective Date:
Organization: Environmental Management

Category 1

- 5.5 The author shall draft the procedure using the same format as illustrated in Attachment 2. The author is also encouraged to seek guidance on compliance with higher level procedures prior to circulating the procedure for review.
- 5.6 If the procedure is for control of an activity, a Level 4 procedure (i.e., not an administrative procedure), the writer should follow the format illustrated in Attachment 2.
1. A list of conditions or activities which must be completed prior to initiating the procedure.
 2. A description of how the activity is performed. The description should include methods to be employed, equipment or materials to be used, and the sequence of operations.
 3. Specification of any limits that are implemented by this procedure or apply specifically to the activities addressed in this procedure, that would be helpful to the user.
 4. Identification of any precautions that are applicable to the entire procedure.

NOTE

The "Prerequisites" and "Limitations and Precautions" sections should precede the "Procedure" section.

- 5.7 Procedures shall specify the preparation of documentary evidence that activities controlled by the procedure have been conducted in compliance with the procedure. This is the evidence by which an auditor can verify compliance.

NOTE

Prior to distribution, the author shall obtain a security classification (including Unclassified Nuclear Information) for any OU-15 procedure, from an authorized classifier.

- 5.8 The author shall invoke the ERM Document Review procedure (3-21000-ADM-05.05) to control a review cycle which solicits comments from the individuals listed below based on the criteria in Attachment 3:

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 4 of 6
Effective Date:
Organization: Environmental Management

Category 1

1. The QAPM,
2. At least one peer,
3. Each affected RFP organization,
4. Each affected subcontractor, at the discretion of the responsible manager.
5. Others designated by the Responsible Manager (e.g., Site QA, Health and Safety, Traffic)

NOTE

The internal review of Levels 1 procedures require reviews beyond those addressed in this procedure and procedure 3-21000-ADM-05.05, Document Review. Level 2 procedures must be reviewed by Standards, Audits, and Assurance.

- 5.9 The QAPM or designee shall review the procedure for compliance with higher level procedures. This review shall verify that the procedure format is compliant with higher level documents.
- 5.10 Disposition of review comments requires reviewer concurrence or resolution by management. Reviewer concurrence is not required unless the reviewer's organization is responsible for the activity/technical area at issue. In other words reviewer concurrence is not required for guidance comments or recommendations.
- 5.11 The author shall revise the procedure consistent with the resolutions of comments in the preceding step.
- 5.11A The author shall arrange for completion of the following reviews and evaluations of the procedure:
 - 5.11A.1 Validation and Verification review.
 - 5.11A.2 Management concurrence.
 - 5.11A.3 Determination if Operations Review Committee review (ORC) is required and implement this if required (see 1-52000-ADM-02.01, Operations Review Committee Requirements).

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 4A of 6
Effective Date:
Organization: Environmental Management

Category 1

5.11A.4 Complete applicable safety screens (1-91000-NSM-04.03, Safety Evaluation Screen).

5.12 Upon completion of the document review procedure, the author shall forward a copy of the document review quality record package to the QAPM, which is a quality record.

5.13 The QAPM shall inspect the document review package for compliance with ERM Quality Assurance Program requirements, including this procedure.

5.13.1 If compliant, the QAPM shall sign the procedure on the concurrence line and then submit the procedure to the Responsible Manager for department approval.

5.13.2 The Responsible Manager may then approve the procedure. In either case the Responsible Manager returns the package to the QAPM.

DMR-
91-08
547

DMR-
93-08
547

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 5 of 6
Effective Date:
Organization: Environmental Management

Category 1

5.13.3 The QAPM shall submit the document review package to the ERM document control for final processing and issuance as a controlled document.

6.0 REFERENCES

- 6.1 1-A01-PPG-001, Procedure Process
- 6.1.A 1-52000-ADM-02.01, Operations Review Committee Requirements
- 6.1.B 1-91000-NSM-04.03, Safety Evaluation Screen
- 6.1.C Environmental Management Quality Assurance Program Description (21000-QAPD)
- 6.2 ERM Administrative Procedures Manual, 3-21000-ADM-05.05, Document Review procedure
- 6.3 ERM Administrative Procedures Manual, 3-21000-ADM-06.01, Document Control procedure
- 6.4 ERM Administrative Procedures Manual, 3-21000-ADM-17.01, Records Management procedure

7.0 ATTACHMENTS

- 1. Document Modification Request
- 2. Procedure Formats
- 3. Review Criteria

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Category 1

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 6 of 6
Effective Date:
Organization: Environmental Management

ATTACHMENT 1

Document Modification Request (DMR)

DMR (continuation sheet)

Page of

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Item			23. DMR No. 93-DMR-		
2. or 3. Attachment Number/Description					
3. Attachment Type					
4. Item	5. Page	10. Day	11. Proposed Modification		

DOCUMENT MODIFICATION REQUEST (DMR)

Page of

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Item			23. DMR No. 93-DMR-		
2. Attachment Number/Description					
3. New Attachment Number or Attachment Number if it is to be changed with this Revision					
4. Attachment Type					
5. Attachment Type <input type="checkbox"/> Procedure <input type="checkbox"/> Other			7. Attachment Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation		
1. Item	5. Page	10. Day	11. Proposed Modification		
12. Attachments (known for Modifications, EOP, TTY, etc.)					
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BY _____
DATE _____

DMR-9
J0054

11 of 44

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 6A of 6
Effective Date:
Organization: Environmental Management

Category 1

ATTACHMENT 1 (Continued)

Document Modification Request (DMR)

Note: This appendix contains instructions to complete a DMR. The sequence to be followed when completing a DMR can be found in the Instructions sections of this procedure.

BLOCK	COMPLETED BY:	INSTRUCTIONS
1	Originator	Enter date of request.
2	Originator	For NEW, enter N/A. For all other modifications, enter existing document # and revision #.
3	Responsible Manager	For NEW or Revisions with changing numbers, contact Plant Procedure Control. For all other modifications, enter N/A.
4	Originator	Enter name/telephone #/pager/work location.
5	Originator	Enter document title.
6	Originator	For processing a procedure or a change to a procedure, check (✓) <i>Procedure</i> .
7	Originator	Check (✓) type of modification (only one box).
8	Originator	For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter sequential item # to be changed. For editorial corrections, enter sequential item #. For cancellations, enter N/A.
9	Originator	For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter page # to be changed. For editorial corrections, enter page #. For cancellations, enter N/A.
10	Originator	For NEW, enter N/A. If summarizing for Revision, Intent, or Nonintent, enter N/A. If NOT summarizing, enter step # to be changed. For editorial corrections, enter step #. For cancellations, enter N/A.
11	Originator	Summarize or provide word-for-word proposed modification.
12	Originator	Enter justification.
13	Responsible Manager	List all reviewing/concurrent disciplines.
14	Responsible Manager	For NEW or Revision, enter N/A.
	Reviewing Organizations	For all other modifications, print and sign.
15	Responsible Manager	For NEW or Revision, enter N/A.
	Reviewing Organizations	For all other modifications, enter date signed.
16	Originator's Supervisor	If DMR is to be processed, print, sign, and date.
17	Responsible Manager	Enter SME name/telephone #/pager/work location.
18	Responsible Manager	Enter cost center for Responsible Manager's organization.
19	Responsible Manager	Enter charge # for Responsible Manager's organization.
20	Responsible Manager	Enter requested completion date.
21	Responsible Manager	For changes only, assign effective date after completion of Blocks 22 and 23.
22	Responsible Manager	For NEW procedures, check (✓) NO. For normal review, check (✓) NO. For accelerated review of Revisions (must be less than 50% rewrite), and all changes, check (✓) YES.
23	Responsible Manager	For changes only, if ORC review is not required, enter <i>ORC review not required</i> .
	ORC	For changes only, if ORC review is required, enter the meeting number followed by the date.
24	Responsible Manager	If the DMR is to be processed, and all other blocks have been completed, print, sign, and date.
25	Responsible Procedure Coordinator	For Classified, contact Plant Procedure Control for DMR #.
	Plant Procedure Control	For Unclassified, forward to Plant Procedure Control for DMR #.

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12 of 44

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
PROCEDURES MANUAL

Category 1

Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 6B of 6
Effective Date:
Organization: Environmental Management

ATTACHMENT 2 Procedure Formats

Operations

1. PURPOSE
2. SCOPE
3. REFERENCES
 - 3.1 Primary References
(i.e., cited references)
 - 3.2 Secondary References
4. LIMITATIONS AND PRECAUTIONS
5. PREREQUISITES
6. INSTRUCTIONS
7. DISPOSITION

NOTE

Includes disposition of records, samples, data, equipment, etc.

Appendices

(as needed)

Administrative

1. PURPOSE
2. SCOPE
3. DEFINITIONS
4. RESPONSIBILITIES
5. INSTRUCTIONS
6. RECORDS
7. REFERENCES

Appendices

(as needed)

PROCEDURE DEVELOPMENT

EG&G ROCKY FLATS PLANT
EMD ADMINISTRATIVE
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Manual: 3-21000-ADM
Procedure No.: 05.01, Rev 0
Page: 6C of 6
Effective Date:
Organization: Environmental Management

Category 1

ATTACHMENT 3 Review Criteria

Organization

Review Criteria

The QAPM

1. Ensure compliance with the ERM's Quality Assurance program and ERM's procedures requirements.
2. Ensure compliance with the upper requirements.
3. Ensure operability of the procedure.

Peer Reviewer

1. Ensure the technical adequacy of the procedure.
2. Ensure the accuracy, operability, and completeness of the procedure.
3. Ensure all applicable technical requirements and guidance are appropriately addressed.

ERM Organizations
and Subcontractors

1. Ensure that the procedure meets the applicable requirements and guidance.
2. Ensure that the necessary management controls are included.
3. Ensure that it is feasible to implement the procedure by the required effective date.

Affected Organizations
Within ERM

1. Ensure that the assigned participation is consistent with their organizational responsibilities.
2. Ensure that it is feasible to implement this activity.
3. Integrate this commitment into their procedures and other control systems.

PCC

1. Review criteria for the QAPM, ERM Organizations, and the peer reviewer.

Validator

1. Ensure that the procedure is technically accurate, feasible to complete, and facilitates completion of the task, while ensuring the high quality of the results.

Verifier

1. Ensure that the procedure is consistent with current equipment and facilities configuration.